



**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Economic and Community Development
(Requesting Department)

Date: January 6, 2022
(Submission Date)

For the January 25, 2022 Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:
(Please check the type of request and list in whole dollar amounts)

- ☐ Additional Appropriation \$ _____
- ☐ Transfer from Contingency \$ _____
- ☒ Transfer(s) \$ 2,000
- ☐ Grant \$ _____
- ☐ Carry-over(s) \$ _____
- ☐ Other

Approval:

This request is pending approval by the Board of Economic and Community Development
(governing Board of your department)
at its meeting to be held on January 6, 2021.
(date)



(Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

Reason for request:

Additional expenses anticipated prior to year-end, business anniversaries to be honored (purchase of frames for example).

Transfer(s) complete the following:

From:	1044101-554000-G2022	To:	1044101-581260-G2022	Amount:	\$ 2,000.00
	TRAVEL		MISC. PROMOTIONS		
	REIMBURSEMENT				